

Iowa Homeland Security and Emergency Management

Division of Planning and Finance

Certified Instructor Program

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DRAFT

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1 PURPOSE

The Iowa Homeland Security and Emergency Management Department (HSEMD) Division of Planning and Finance (DPF) Certified Instructor Program provides the basis to ensure quality delivery of training as well as build a cadre of trained and experienced instructors.

2 SCOPE

This program is designed to encourage qualified individuals to become certified to instruct G-level courses in the state of Iowa. G-level courses are state-delivered courses that are part of the Federal Emergency Management Agency's (FEMA) Emergency Management Institute's (EMI) curriculum.

3 REQUIREMENTS TO BECOME A CERTIFIED INSTRUCTOR

Iowa HSEMD DPF certifies instructors based on four requirements: completed training, instructor experience, county emergency management agency (EMA) or state agency sponsorship, and instruction audit. Acceptable forms of documentation of training and experience are a résumé and certificates of completion for relevant courses.

3.1 TRAINING

Candidate must have documented training of basic incident command system principals as well as training in the area for which the applicant is requesting to instruct. Additionally, candidates must take the G-265 Basic Instructional Skills course, or approved equivalent, within one year after becoming a certified instructor.

3.2 EXPERIENCE

Candidate must have documented experience successfully instructing adult learners as well as operational experience in the subject matter of the course(s) of interest. For ICS 300/400 level courses, instructors must have served in an ICS command or general staff position during a disaster or exercise that went beyond one operational period or required a written IAP (Type 1, 2 or 3 incidents).

3.3 AGENCY SPONSORSHIP

HSEMD requires a letter of sponsorship from the applicant's county EMA or state agency. Its purpose is to describe the need for the individual to be a certified instructor and an endorsement of that instructor for his/her constituency.

3.4 INSTRUCTION AUDIT

Depending on the course instruction requirements, incoming instructors may be asked to serve as a co-instructor for his/her first course delivery. Courses will be audited by the State Training Officer (STO). The STO will consider performance and student evaluations for awarding certification. Based on positive feedback from students and the STO audit, instructors will then be able to serve as a lead instructor.

4 REQUESTING STATE INSTRUCTOR CERTIFICATION

4.1 SUBMITTING AN APPLICATION

When submitting an application, please put “HSEMD Instructor Application; Last Name, First Initial” in the subject heading on the email. Upon submission, applicants will receive a confirmation email stating that his/her application has been received. The State Training Officer (STO) will then evaluate submissions to see if all requirements are met. If an applicant does not meet all of the requirements, the applicant will be informed of needed improvements and will be given an opportunity to revise his/her application and resubmit. Approved instructors will be notified by email within 10 business days of submission.

Send a Completed Certified Instructor Application to [Cristie Duric](#) with the following attachments:

- Certificate of completion for IS-700, IS-800, ICS-100, ICS-200.
- Certificate of completion for the course(s) for which applicant is requesting to instruct. Both independent study courses and in-person attended courses are accepted.
- Sponsorship letter from your county EMA or state agency. (Letter Template)

5 INSTRUCTOR DATABASE

5.1 INSTRUCTOR LIST

Iowa HSEMD will maintain a list of certified instructors, which is available upon request by email to Cristie Duric. It is the instructor's responsibility to ensure that their contact information is current as well as to ensure they are currently enrolled in the system (to update contact information, use Certified Instructor Contact Information Update Form).

Certified instructors are expected to actively engage in instructing; however, being a member of the cadre does not guarantee that Iowa HSEMD will give instructors routine training opportunities.

Instructors who have not been active for three years will be removed from the State Recognized Instructor List. For reinstatement, instructors must submit a letter of request to the STO accompanied by a letter of support from the county EMA as well as supporting documentation of refresher training for the course(s) for which the applicant is requesting to instruct.

Instructors will be notified annually to verify contact information. This will be done in order to:

- Verify that your contact information is valid/accurate.
- Request removal from the list of trainers.
- Provide any training updates for the course(s) for which the applicant is instructing.

6 COURSE CONDUCT

6.1 COURSE DESIGNATION

Courses may be offered in the State of Iowa in the following ways:

6.1.1 HSEMD Hosted Courses

Courses that are funded by grants administered by Iowa HSEMD. Iowa HSEMD assumes responsibility for all course coordination, including registration (<http://homelandsecurity.iowa.gov/training/>), managing course logistics and providing course materials.

6.1.2 Co-sponsored Courses

Courses that may be funded by an Iowa HSEMD sub-grantee or other grant. Iowa HSEMD does not assume responsibility for course coordination but may assist the course provider with registration, course logistics and course materials.

6.1.3 Non-HSEMD Funded/Hosted Courses

Courses are those which Iowa HSEMD does not provide financial support and does not assume responsibility for or provide any assistance with course coordination.

6.2 CODE OF CONDUCT

As a certified instructor, you will be tasked with instructing students of various backgrounds. It is expected that students are provided the best possible instruction so that they can, in turn, effectively prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

Instructors are considered a volunteer representative of the Iowa HSEMD and are expected to conduct all courses in a professional manner and in accordance with the materials provided. Iowa HSEMD utilizes student evaluations and feedback as a primary means to evaluate instructor success. Negative student evaluations or feedback will result in an audit of course instruction with recommendations for improvement. The instructor will then be given an opportunity to address documented improvement actions. If negative feedback persists, it is at the discretion of Iowa HSEMD to remove an instructor from the approved list.

Instructor expectations include:

- Serve the profession with honor.
- Conduct instruction in a manner which will command respect and confidence.
- Shall maintain with each student a right to privacy and confidentiality.
- Shall use, at a minimum, the course materials identified by Maine Fire Service Institute as required for the course.
- Promote health and safety standards that insure the protection of everyone participating in the training.
- Take steps to make the classroom and materials accessible to all course participants and, to the extent possible, accommodate individual needs.

- Shall use, at a minimum, the course materials identified by FEMA/EMI as required for the course.
- Refrain from public criticism of students, other instructors, FEMA, and Iowa HSEMD staff or policies.
- Treat students and other instructors with respect and dignity, regardless of gender, place of origin, race, physical or mental disabilities, sexual orientation, religion, political beliefs, or economic status.
- Be available during the course hours for student questions and if you cannot answer a question, refer students to appropriate Iowa HSEMD staff or the STO.
- Respond as promptly as possible to every student request, question, or comment that is relevant to the course material.
- Never penalize a student for raising a legitimate complaint about the course, as long as that complaint is raised in an appropriate and civil manner. Advise the student to email complaints to Cristie Duric.
- Instructors are expected to dress in business casual attire (i.e. slacks, skirts and collared shirts).
- Refrain from using multi-media, audio or video demonstration that contains inappropriate language or content.
- Refrain from using profane, insulting, harassing or otherwise offensive language.
- The use of relevant stories and information is welcome, but make sure to use examples from various disciplines (emergency management, law enforcement, school officials, public health, chaplains, etc.).
- Shall not be under the influence of illicit drugs or alcohol during any portion of a class.

6.3 COURSE MATERIALS

6.3.1 Course Manuals

For courses hosted/funded by Iowa HSEMD, student manuals for the course will be printed by Iowa HSEMD and shipped to the course location. The number of manuals will be calculated by the amount of course registrants. Instructor manuals will be provided in electronic format to Iowa HSEMD Division of Planning and Finance (DPF) certified instructors per course request. To request instructor manuals please contact [Beth Lewis](#) at 515-725-3204.

6.3.2 Certificates of Completion

Iowa HSEMD will generate the certificate after the course is completed and after Iowa HSEMD receives the sign-in sheets from the instructor. Certificates will be provided to the course instructor for distribution to students at course completion or via email.

6.3.3 Sign-In Sheets

For trainings hosted/funded by Iowa HSEMD, sign-in sheets, and examinations (if applicable) will be provided to the instructor at the time of course delivery. For all other training opportunities, it will be the responsibility of the instructor to work with the course host to ensure that sign-in sheets are printed and ready for the start of class.

6.3.4 Evaluation Forms

For trainings hosted by Iowa HSEMD, evaluation forms will be provided to the instructor at the time of course delivery. For all other training opportunities, it will be the responsibility of the instructor to work with the course host to ensure that evaluations are printed and ready for the start of class.

6.3.5 Examinations

For trainings hosted/funded by Iowa HSEMD, examinations (if applicable) will be provided to the instructor at the time of course delivery. For all other training opportunities, it will be the responsibility of the instructor to work with the course host to ensure that examinations (if applicable) are printed and ready for the start of class.

6.4 COURSE DUTIES

6.4.1 Request for Course(s) & Certified Instructor

Counties or agencies can request a course by completing a Course Request Form or contact [Cristie Duric](#) at 515-725-3243. Counties or agencies can then choose an instructor from the Certified Instructor List and initiate contact to schedule a course.

6.4.2 Pre-Course Preparation

The host county or agency point of contact initiates coordination of the course with the certified instructor as soon as possible but no later than eight weeks prior to the start date to ensure logistical matters are handled in a timely manner.

At least five days before the course is scheduled to start, instructors should communicate directly with host county or agency to ensure that all audio-visual equipment, room set up, class materials and other logistical components are in place prior to the training. Iowa HSEMD will provide technical assistance if requested.

6.4.3 Registration and Course Announcement

For trainings NOT hosted/funded by Iowa HSEMD, it will be the responsibility of the host agency to provide a platform for registration. Iowa HSEMD can provide registration services upon request by completing a course information worksheet and submitting to [Beth Lewis](#). When a course is posted to the HSEMD registration site, the course will be announced in the HSEMD monthly newsletter. Course announcements must include the pre-requisites for the course being offered.

6.4.4 Student Registration from Outside Jurisdictions

Students from other states or from federal agencies will be allowed to take state-sponsored courses on a stand-by basis. The course manager will finalize the student roster and make the determination to admit students from the stand-by list.

Iowa HSEMD encourages local jurisdictions to admit students from all jurisdictions, but recognizes the necessity of placing students from outside jurisdictions on a stand-by basis. Course managers have the final decision concerning admittance of students.

6.4.5 Course Preparation

Instructors should arrive 60 minutes prior to the course to become familiar with the classroom arrangement and meet with other instructors to adjust to last minute changes or updates. Arrange the room for optimal training and set out participant supplies and material for use at the table/s. Ensure that A/V equipment has been checked, ready for use and tape all electrical cords to the floor. Locate restrooms, break, and lunch facilities as applicable. Review emergency evacuation/sheltering procedures for the training facility.

6.4.6 Course Instruction

G-level courses have prescribed course materials that must be utilized and unedited. Courses must be taught in accordance with NIMS Training Standards and according to the time allotment designated in the [course list](#). Students must attend all required course hours in order to have successfully completed the course.

The lead instructor is responsible for making sure all instructors use and follow the materials provided by Iowa HSEMD and comply with the prescribed hours of instruction for each course. For classes with multiple instructors, all instructors should be present to assist during the entire class. Be prepared for each course and start/end course at scheduled times. The lead instructor is responsible for opening the course and for coordinating breaks. During the course opening, emergency exits must be identified along with other information such as restroom locations, smoking areas, severe weather shelters and any emergency procedures.

Ensure each student completes all course related activities/exercises and participates fully in each course; failure to abide by this expectation may result in course failure. It is the instructor's discretion on whether or not to allow a student to miss a portion of the course, due to an emergency. If a student misses more than 10% of the course, the student will not receive credit, but will be given the option to retake the course.

6.4.7 Class Cancellation

For courses funded/hosted by Iowa HSEMD every effort will be made to avoid cancellation; however, if cancellation is necessary, the course may be rescheduled for a later time and registration stands. Registrants will be notified via email and/or phone of course cancellation and updates.

6.4.8 Student Evaluations

Students should evaluate the course when it is completed; they should complete evaluations prior to taking an exam (if applicable). Instructors should review the evaluations after all students have exited the room. Be sure to note any major issues that need to be addressed before the next session.

6.4.9 Course Documentation

Course documentation must be submitted within ten days of course completion to [Beth Lewis](#) or by mail at 7900 Hickman Rd., Suite 500, Windsor Heights, Iowa 50324. Please refer to the section titled [Instructor Compensation](#) for more information on reimbursement.

6.4.9.1 Paid Instructors

Paid instructors requesting reimbursement or direct compensation must request pre-approval by contacting [Cristie Duric](#). Paid instructors conducting classes hosted/funded by Iowa HSEMD need to submit the following documents to Iowa HSEMD within 10 days of course completion (**failure to do so MAY result in the instructor not being paid in a timely manner**):

- Invoice
- Original sign-in sheets for each day of class
- All evaluation forms completed by students
- Any unused course materials

6.4.9.2 Unpaid Instructors

For instructors not requesting additional compensation, and who are conducting classes hosted/funded by Iowa HSEMD, need to submit the following documents to Iowa HSEMD within 10 days of course completion.

- Original sign-in sheets for each day of class
- All evaluation forms completed by students
- Any unused course materials

6.4.9.3 Non-Iowa HSEMD Hosted Training

- Original sign-in sheets for each day of class
- All evaluation forms completed by students

6.5 POINTS OF CONTACT

Cristie Duric
Training Specialist
Iowa Homeland Security & Emergency Management Department
Planning & Training Bureau
7900 Hickman Rd., Suite 500
Windsor Heights, IA 50324
Direct 515-725-3243
Fax 515-725-3260
Cristie.Duric@iowa.gov

Beth Lewis
Iowa Homeland Security & Emergency Management Department
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7900 Hickman Road, Suite 500
Windsor Heights, IA 50324
Direct 515-725-3204
FAX 515-725-3260
Beth.Lewis@iowa.gov

7 AVAILABLE COURSES FOR INSTRUCTION

This list is subject to change based on course updates and requirements as directed by FEMA EMI. Instructors will be informed of updates to the course list as they occur via email.

G-108 Community Mass Care and Emergency Assistance

(Two Instructors per 30 students if sponsored by Iowa HSEMD)

(16 hour course)

- Instructors must have a strong knowledge of the American Red Cross, National Voluntary Organizations Active in Disaster (VOAD), or other NGO providers of Mass Care and Emergency Assistance services

G-139 Exercise Design Course

(Three - Five Instructors per 40 students if funded by Iowa HSEMD)

(24 hour course)

- Master Exercise Practitioner or MEP Program Candidate preferred, but not required
- Successfully completed IS120a, IS130, IS230, IS235b, IS775, G146
- Should have at least 5 years of exercise planning experience on Tabletop, Functional and Full Scale Exercises
- Should have experience as a Simulator, Controller, Evaluator, Facilitator and Exercise Planning Lead

G-146 HSEEP Training Course

(Two Instructors per 40 students if sponsored by Iowa HSEMD)

(24 hour course)

- Master Exercise Practitioner or MEP Program Candidate preferred, but not required
- Successfully completed IS120a, IS130, IS230, IS235b, IS775, G146
- Should have at least 5 years of exercise planning experience on Tabletop, Functional and Full Scale Exercises
- Should have experience as a Simulator, Controller, Evaluator, Facilitator and Exercise Planning Lead

G-191 Incident Command System (ICS)/Emergency Operations Center (EOC) Interface

(One Instructor per 30 students if funded by Iowa HSEMD)

(8 hour course)

- Successfully completed IS701, IS702, IS703, IS775, G300 and G400
- Completion of ICS Train-the-Trainer (E/L-449).
- Served in an ICS Command or General Staff position in an incident or exercise.
- Served in a leadership position in an EOC within the last five years.

G-194.1 Local Floodplain Manager Roles and Responsibilities

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(6 hour course)

- Served as the local floodplain management POC with other jurisdictions, the State, and the Federal Government
- Has experience coordinating floodplain management actions with other jurisdiction departments
- Experience maintaining maps and other floodplain records

G-194.2 NFIP Rules and Regulations in Depth

(One Instructor per 30 students if funded by Iowa HSEMD)

(6 hour course)

- Should be very familiar with the NFIP
- Served as the local floodplain management POC with other jurisdictions, the State, and the Federal Government

G-194.4 Preparing for Post-Disaster Responsibilities

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(6 hour course)

- Served as the local floodplain management POC with other jurisdictions, the State, and the Federal Government
- Has experience coordinating floodplain management actions with other jurisdiction departments

G-202 Debris Management

(One Instructor per 30 students if funded by Iowa HSEMD)

(24 hour course)

- Successful completion of IS632.a
- Experience/knowledge of debris planning, removal and disposal activities following a disaster

G-235 Emergency Planning Course

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(16 hour course)

- Successful completion of IS235b
- Experience in developing emergency plans for an agency
- Must be familiar with the most current federal documents and guidance on planning (i.e. CPG 101)

G-251 Workshop in Emergency Management Amateur Radio Resources

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(8 hour course)

- Experience in working with Radio Amateur Civil Emergency Service (RACES) and amateur radio operators in the field of emergency management

G-262 Planning, Building, and Sustaining Public-Private Partnerships

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(8 hour course)

- Successful completion of IS660 and IS662
- Experience in public-private partnerships and planning for disasters

G-265 Basic Instructional Skills

(Three Instructors per 40 students if sponsored by Iowa HSEMD)

(8 hour course)

- Successful completion of IS265

G-270.4 Recovery from Disaster: The Local Government Role

(Three Instructors per 30 students if sponsored by Iowa HSEMD, lead Instructor must be Iowa HSEMD staff)

(16 hour course)

- Experience with and knowledge of federal, state and local disaster recovery operations
- Should have knowledge of the National Disaster Response Framework

G-271 Hazardous Weather and Flooding Preparedness

(Two Instructors per 30 students if sponsored by Iowa HSEMD)

(20 hour course)

- Successful completion of IS271a and IS322
- Extensive experience in all aspects of emergency management and the National Weather Service (NWS) for hazardous weather events

G-272 Warning Coordination

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(14 hour course)

- Successful completion of IS247a, IS271a and G271

G-288 Local Volunteer and Donations Management

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(8 hour course)

- Successful completion of IS244b and IS288
- Experience developing and implementing plans and procedures for donations management

G-289 Public Information Officer (PIO) Awareness Course

(One Instructor per 24 students if sponsored by Iowa HSEMD)

(8 hour course)

- Successful completion of IS29 and IS42
- One-year experience as an agency PIO and served as a PIO in at least two actual incidents or served as a media representative
- Knowledge of social media use in emergency management and disasters

G-290 & G-291 Public Information Officer (PIO)/ Joint Information Center (JIC)

(Three Instructors per 30 students if sponsored by Iowa HSEMD, lead Instructor must be Iowa HSEMD staff)

(20 Hour Course)

- Successful completion of IS29 and IS42
- One-year experience as an agency PIO and served as a PIO in at least two actual incidents or served as a media representative
- Knowledge of social media use in emergency management and disasters

G-300 (ICS) Intermediate Incident Command System

(One-Two Instructor(s) per 30 students if sponsored by Iowa HSEMD)

(18 Hour Course)

- Successfully completed the G300, G400 and L/E449 ICS Train the Trainer
- Served in an ICS command or general staff position during a disaster or exercise that went beyond one operational period or required a written IAP (Instructors failing to meet the experience requirement but meeting all other qualifications should document their experience and submit the application for review anyway)

G-311 Hazardous Materials Contingency Planning

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(7 hour course)

- Successful completion of IS235b
- Must of have extensive knowledge of hazardous materials and should be program specialists or other staff who have experience in preparing for and managing hazardous materials following a disaster

G-318 Mitigation Planning Workshop for Local Governments

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(14 hour course)

- • Should have extensive and current experience as local mitigation plan developers as well as familiarity with the plan review and approval process
- • Successfully completed IS318, IS393a and G-393

G-357 Emergency Response to a Criminal and Terrorist Incident

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(7 hour course)

- Understand importance of partnerships among response communities when handling criminal incidents
- Have experience as an emergency responder or investigator at a criminal incident site
- Be able to recognize potential hazards at crime scenes
- Understand the implications of responding to incidents that are also crimes
- Understand Unified Command
- Know their State's roles and responsibilities in a criminal incident
- Be familiar with the Robert T. Stafford Disaster Relief and Emergency Assistance Act

G-358 Evacuation and Re-Entry Planning course

(Two Instructors per 30 students if sponsored by Iowa HSEMD)

(12 hour course)

- Should have extensive experience in emergency planning and/or evacuation operations

G-361 Flood Fight Operations

(Two Instructors per 30 students if sponsored by Iowa HSEMD)

(20 hour course)

- Should have experience in the emergency management field dealing with high water events

G-364 Multi-Hazard Planning for Schools

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(16 hour course)

- Successfully completed IS362 and L/E 362 or 361: Multi-hazard Emergency Planning for Schools TTT
- Should have experience in school preparedness planning and exercising
- Knowledge of FEMA's Comprehensive Preparedness Guide (CPG) 101

G-366 Planning for the Needs of Children in Disasters

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(6 hour course)

- Successfully completed IS366
- Should have experience in planning for the needs of children in disasters

G-367 Emergency Planning for Campus Executives

(One Instructor per 25 students if sponsored by Iowa HSEMD)

(2 hour course)

- Successfully completed G300 and G400
- Should have experience and understanding of emergency management and higher education
- Should have strong understanding in HSEEP and emergency exercising

G-386 Mass Fatalities Incident course

(Two-Three Instructors per 30 students if sponsored by Iowa HSEMD)

(16 hour course)

- Should have experience in a mass fatality incident or planning/exercising for a mass fatality incident

G-393 Mitigation for Emergency Managers

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(24 hour course)

- Successful completion of IS212, IS318, IS393a and G-318
- Should be extremely knowledgeable in the field of mitigation and reducing/eliminating long-term risk from hazards

G-400 (ICS) Advanced Incident Command System

(Two Instructors per 30 students if sponsored by Iowa HSEMD)

(14 Hour Course)

- Successfully completed the G300, G400 and E/L-449 ICS Train-the-Trainer
- Served in an ICS command or general staff position during a disaster or exercise that went beyond one operational period or required a written IAP (Instructors failing to meet the experience requirement but meeting all other qualifications should document their experience and submit the application for review anyway)

G-402 Incident Command System (ICS) Overview for Executives and Senior Officials

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(2 hour course)

- Successfully completed the G300, G400 and G191

G-434A Earthquake Safety for Schools Continuity Program Manager

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(10 hour course)

- Should have experience as a school planner and mitigation planning

G-548 Continuity Program Manager

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(24 hour course)

- Successfully completed IS546a, IS 547a and IS548
- Should have experience as a continuity of operations planner (COOP) and should also be familiar with continuity of government (COG) and continuity of business (COB)

G-557 Rapid Assessment Planning

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(8 hour course)

- Successfully completed the G250.7 if haven't had the updated G557 course
- Experience collecting and reporting disaster intelligence immediately following an event, including procedures and forms needed to conduct a rapid assessment
- Experience developing and implementing procedures for collecting and organizing data

G-775 Emergency Operations Center Operations

(One Instructor per 30 students if sponsored by Iowa HSEMD)

(16 hour course)

- Successfully completed the IS775 and G191
- Experience with EOC activation and deactivation procedures, activation levels, multiagency coordination, the relationship between the EOC and the on-scene Incident Command System (ICS) structure as well as identifying staffing, information, systems and equipment needs at the EOC

NIMS ICS All-Hazards Position Specific Courses

Instructors for these courses are certified through FEMA and not by the Iowa HSEMD. If a request for a position specific course is submitted to the training section, the staff will select an instructor from the FEMA approved list.